



Virginia Victim Witness Grant Program (VWGP)

For Continuation Applicants Only

**Program Guidelines and Application Procedures
State Fiscal Years 2022 and 2023**

Application Due Date:

Monday, March 29, 2021, 5:00 pm

To the [On-line Grant Management System \(OGMS\)](#)

Late applications will not be accepted.

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

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I. Introduction

In accordance with §§ 9.1-104, 19.2-11.1, and 19.2-11.3 of the *Code of Virginia*, the Virginia Department of Criminal Justice Services (DCJS) is disseminating this Program Funding announcement to continue supporting grant funded local victim/witness programs, and the Office of the Attorney General, Virginia Department of Corrections, and Virginia Parole Board statewide programs, all of which are designed to provide direct services, information, and assistance as required by Virginia’s Crime Victim and Witness Rights Act (the Act; see 1995, c. 687) and other victims’ rights laws.

The state fiscal year 2022–2023 funding announcement was developed for grantees to apply for continuation funding for the period of July 1, 2021–June 30, 2023. Please note that this is a *two-year funding cycle*.

This announcement provides guidance to aid applicants in determining eligibility, developing the itemized budget and budget narrative, and completing other related forms, including service delivery targets. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications in the On-line Grant Management System (OGMS).

This funding announcement is posted in OGMS and at:

<http://www.dcjs.virginia.gov/grants/sectionGrants.cfm?code=9&program=Victims>

A. Grant Period

The grant period for awards made under these guidelines is for the 24-month period, July 1, 2021–June 30, 2023. All grant awards are contingent upon program performance and funds available through the Victims of Crime Act, Virginia State General Funds, and the Victim/Witness State Special Fund.

Applicants should submit one (1) application via the online grant management platform. A budget is not required for each individual fiscal year.

Separate award packages will be provided for each fiscal year (July 1 to June 30) of the two-year cycle.

B. Purpose

The purpose of the Victim Witness Grant Program (VWGP) is to provide financial support to local victim/witness programs and statewide victim assistance programs designed to provide direct services, information, and assistance required by [Virginia’s Crime Victim and Witness Rights Act](#). Grantees are strongly encouraged to focus on the purpose of the funding requested, and to document services supported by the award, in order to secure continuation funding.

For the purposes of this grant program, a *crime victim* is defined as a person who has suffered physical, sexual, financial, and/or emotional harm as a result of the commission of a crime. This includes victims of both state and federal crimes. Crimes do not need to be reported to law enforcement in order for people to receive services under VOCA.

The federal VOCA Rule defines *direct services to victims of crime* as “efforts that—

- (1) Respond to the emotional, psychological, or physical needs of crime victims;
- (2) Assist victims to stabilize their lives after victimization;
- (3) Assist victims to understand and participate in the criminal justice system; or
- (4) Restore a measure of security and safety for the victim.”

These funds can be used to provide victims of crime with:

- Information and referrals. Examples include providing information about the criminal justice process and victims' rights; referrals to other victim service programs; and referrals to other services, supports, and resources.
- Personal advocacy and accompaniment services. Examples include accompaniment to emergency medical care and forensic examinations; accompaniment to criminal justice system-related events; individual advocacy; and intervention with employers, landlords, schools, and others on behalf of the victim.
- Emotional support and safety services. Examples include crisis intervention; safety planning; hotline services; individual counseling; support groups; and other therapeutic services.
- Shelter and safe housing options. Examples include providing emergency shelter; providing transitional housing; arranging safe housing; and other relocation assistance.
- Criminal and civil justice system assistance. Examples include notification of criminal justice events; and accompaniment to court hearings, to meetings with law enforcement and prosecution, and to other criminal justice system-related events.

C. Eligibility

All local victim/witness programs and statewide victim assistance programs currently receiving a SFY 2021 VWGP award are eligible to apply for continuation funding, given satisfactory program performance and the availability of funding.

The grant program to support statewide victim assistance programs is open only to the Office of the Attorney General, Virginia Department of Corrections, and Virginia Parole Board. Grant funds may be used for the provision of information and assistance specifically required by the Crime Victim and Witness Rights Act and other victims' rights laws. Each eligible state agency seeking funding to support statewide victim assistance programs may submit only one application.

Local units of government may subcontract with private, non-profit service providers. Localities may submit joint applications to support regional victim/witness programs serving multiple localities.

To promote coordination of services and cost effectiveness, each local unit of government may submit only one application to support a local victim/witness program serving a single locality.

It is important to note that victim/witness programs are not stand-alone agencies but operate through sponsorship by a law enforcement agency, prosecutors' office, or similar agency. The partnership, collaboration, and leadership of the umbrella agency is imperative to the success of the program. In selecting project location/sponsorship, local units of government must assure consideration of alternatives and selection based on qualifications including: capacity to provide all required services and meet all grant requirements, quality of services and service coordination, and experience and technical expertise to manage the project and deliver effective services. The director of the victim/witness program is responsible for establishing a productive protocol and working relationship with the sponsoring agency and following all human resource policies of both the locality and the sponsoring agency.

This continuation grant program is non-competitive, even though you must submit an application and meet other specified requirements. The distribution of funds is governed by statutes or

congressional appropriations acts that specify which factors are used to determine eligibility, how the funds will be allocated among eligible recipients, as well as the method by which an applicant must demonstrate its eligibility for that funding.

Grantees must comply with provisions of the [Victims of Crime Act \(VOCA\) Final Rule](#), these guidelines, and the requirements of the Office of Justice Programs (OJP) [Grants Financial Guide](#). Only those costs directly related and essential to providing direct services to crime victims can be charged to the grant.

The following eligibility criteria are in accordance with federal guidelines and the VOCA Rule.

Eligible applicants must:

- Demonstrate a record of providing effective direct services to crime victims. In accordance with the federal VOCA Rule, a program has demonstrated a record of effective services when, for example, it demonstrates the support and approval of its direct services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of financial support from sources other than the federal Crime Victims Fund.
- Be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship.
- Have a current, active Data Universal Numbering System (DUNS) number.

Eligible projects must:

- Provide services directly to victims of crime.
- Promote within the community being served a coordination of public and private efforts to serve and aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, or multi-disciplinary teams. Coordination efforts may also include developing written agreements that contribute to better and more comprehensive services to crime victims.
- Assist victims of crime in seeking crime victim compensation benefits. This includes maintaining a supply of victim compensation brochures and applications, establishing procedures to identify clients who may be eligible for victim compensation, ensuring that all grant-funded staff are familiar with the compensation program, assisting clients with the application process, and checking on claim status. Grant recipients must provide services to victims beyond compensation referral.
- Utilize volunteers in project activities.
- Provide program information to the majority of agencies that assist with victims of crime in the service delivery area.
- Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
- Provide services to crime victims at no charge.
- Maintain confidentiality of victim information as required by federal and state law.

- Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and victims served.
- Provide services as defined by DCJS and/or the federal Office for Victims of Crime (OVC).
- Provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- Comply with federal rules regulating grants. Grant recipients must comply with the applicable provisions of the VOCA Rule and requirements of the Office of Justice Programs Financial Guide, effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; documentation of victims served; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records, which facilitate an effective audit.
- Verify program match requirements are consistent with federal and state guidance.

D. Priority Areas

The Office for Victims of Crime (OVC) has identified the following priority areas for VOCA funding. Applicants are encouraged to maintain, develop, or expand initiatives addressing the following priority areas.

1. *Services to Victims of Child Abuse*

(Includes child physical abuse, neglect, and child sexual abuse)

Projects that provide services to children and youth (under 21) who have been victims of crime, or have been secondary victims (for example, children/youth who have witnessed violent crime in their neighborhoods or domestic violence in their homes).

2. *Services for Traditionally Underserved Populations*

Projects that provide services to traditionally underserved or unserved populations. For the purposes of these guidelines, underserved/unserved populations can be any victim population that lacks adequate access to victim services in the applicant's service area.

3. *Services to Victims of Domestic Violence*

Projects that provide services to victims of domestic violence. Domestic violence is defined as a crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

4. *Services to Victims of Sexual Assault*

Projects that provide services to victims of sexual assault, including adults sexually abused as children. Sexual assault includes a wide range of victimizations involving unwanted sexual contact between victim and offender.

II. Victim Witness Grant Program Information

A. Funding Source

The Federal Crime Victims Fund, which supports Victims of Crime Act (VOCA) grants, was established in 1984 and is one of the major funding sources for victim services throughout the United States. Revenues are deposited into the Fund annually from criminal fines, forfeited appearance bonds, penalties, special forfeitures, special assessments, and gifts, donations, and bequests by private parties. Fund dollars do not come from taxpayers.

VOCA funds are administered to the Commonwealth of Virginia from the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC). The federal VOCA grant awards for this grant period include 2018-V2-GX-0011 and 2019-V2-GX-0054. The CFDA number is 16.575.

In addition, the Victim Witness Grant Program is supported by the “Virginia Crime Victim-Witness Fund” (see § 19.2-11.3, *Code of Virginia*) and State General Funds.

B. Funding Amount Available

DCJS anticipates having sufficient funds to continue projects as outlined in the attached Projected Maximum Awards charts. Given satisfactory performance and adequate funding, continuation of funded projects is expected. For SFY 2022 (July 1, 2021–June 30, 2022) and SFY 2023 (July 1, 2022–June 30, 2023), grant awards are not expected to exceed the amounts listed in Projected Maximum Awards charts.

Applicants requesting funding for existing projects are considered “continuation” applicants. New projects or increased funding requests will not be considered in SFY 2022 and SFY 2023.

The amount available for expenditures during SFY 2022–2023 is dependent upon various factors, including the annual amount of VOCA funds awarded to the Commonwealth and the amount of State General Funds allocated to support victim/witness programs.

Due to significant reductions in available funds, DCJS is not able to increase grant awards for cost of living increases. Over the past two years there has been a significant reduction in the federal VOCA award to Virginia, from approximately \$85 million for FFY 2018 to \$42 million for FFY 2020. There has also been a reduction in the criminal fees collected and deposited into the Virginia Crime Victim-Witness Fund over the past two years, from approximately \$3.8 million annually in SFY 2017 and SFY 2018, to \$2.7 million in SFY 2020.

While it is anticipated that the VWGP will be a two-year cycle, in the event of further reductions in available funds, DCJS may need to reduce the grant awards for SFY 2023. DCJS will notify all grantees of such a reduction in a timely manner to ensure adequate time for planning.

Award amounts are contingent upon the availability of funding, program performance, and compliance with grant requirements.

C. Program Requirements

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following state and federal requirements and policies (click each topic below to link to additional information):

[DCJS Special Conditions and Requirements](#)

[VOCA Rule](#)

[Department of Justice Financial Guide](#)

In accordance with *Code of Virginia* §§ 9.1-104, 19.2-11.1, and 19.2-11.3, DCJS requires grant funded local victim/witness programs to provide comprehensive information and assistance to victims as outlined in the Crime Victim and Witness Rights Act (see the [Virginia Victim/Witness Program Codebook](#) and [OVC Performance Measure Dictionary and Terminology Resource](#) for further description of required services).

Grants to support statewide victim assistance programs must focus on delivery of a specific service or a more limited range of services required by the Crime Victim and Witness Rights Act and other victims' rights laws. Funded programs in this category must meet all other grant requirements described in these guidelines.

Demonstration of Need

The purpose of the need justification is to demonstrate to the Criminal Justice Services Board that the requested funding level is reasonable, appropriate, and cost effective. As necessary, applicants should also describe plans to improve or amplify specific service delivery in SFY 2022–2023.

For this application component, provide a specific description of the need, which this program will address, including the number and types of clients eligible for the proposed services and the percentage of those eligible who will be served. Provide a clear, concise justification for the requested funding level. Demonstrate that the requested funding level is appropriate and that the program operates cost effectively. As necessary, describe plans to improve and expand existing services to match the grant purpose.

Sustainability & Sustainment Plan

Due to uncertainty regarding future funding amounts, programs are encouraged to develop short and long-term sustainability plans. DCJS may develop a cost-assumption plan for continuation grantees in future grant cycles.

Under the Sustainment Plan section, describe how the program will achieve financial sustainability to ensure the continuation of services with level funding. Be specific in identifying short-term and long-term budgeting strategies for your program.

Risk Assessment

DCJS is required to review and assess the potential risks presented by applicants for federal grants, prior to making awards (2 C.F.R. § 200.205). DCJS will use a variety of factors in making these assessments including financial management capabilities and past performance. The DCJS Division of Programs and Services and Grants Management Section will facilitate risk assessments of all awarded projects. Risk assessments will be conducted by an annual evaluation and used to determine on-site monitoring priority and fiscal and programmatic capability.

D. Restrictions on Funding

Only those costs directly related and essential to providing direct services to crime victims can be charged to the grant. See the Allowable and Unallowable Costs chart under [VOCA Grant Resources](#). For additional guidance, see 28 CFR Part 94, Subpart B-VOCA Victim Assistance Program at www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program#h-55. Some unallowable costs include the following: lobbying; research

and studies; active investigation and the prosecution of criminal activities; fundraising; and capital expenses (including construction). In November of 2019, OVC released the [VOCApedia](#) as a resource that addresses allowability questions related to the VOCA Final Rule.

Although allowable through the VOCA Rule, **VWGP will not support vehicle purchases, new vehicle leases, or any out-of-state travel (including out-of-state conferences).**

In accordance with federal guidance, grant funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency. For example, costs, including staff time, associated with the preparation of subpoenas and other prosecution-focused activities cannot be supported with grant funds. Such expenses are considered part of the criminal justice agency's responsibility and cannot be supported with victim witness grant funds. The VOCA Rule prohibits salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.

E. Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended. Actual expenditures must be reported quarterly and invoiced pursuant to approved line item budget categories in the grant award package. All costs must be approved by DCJS prior to funds being expended. Grantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on their financial report. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 45 days after the end of the grant period. Requests for reimbursement shall be submitted through the DCJS On-line Grant Management System (OGMS).

F. Financial and Progress Reporting Requirements

Required reports include:

1. Quarterly Financial Reports, detailing quarterly expenditures,
2. Quarterly Progress Reports, describing activities supported with these funds, and
3. Quarterly Performance Measurement Tool (PMT) reports, submitted directly to the Office for Victims of Crime (OVC). OVC requires all VOCA funded projects to report annual award and quarterly performance activities in the PMT.

DCJS requires submission of financial and progress reports into the online grants management platform. All grant recipients are required to **complete financial and progress reports by the 15th of the month after the close of each quarter.**

For SFY 2021 grants, DCJS requires online submission of financial and progress reports into the Grants Management Information System (GMIS). On February 1, 2021, DCJS officially launched the new On-line Grant Management System (OGMS). DCJS has created a series of self-guided videos and training materials, available on the DCJS website. These training resources will provide a global overview of OGMS functionality as well as high-level instructions on how to perform various tasks. Therefore, all recipients of grant funding must have access to the Internet for reporting purposes. Additional information about the online reporting system can be found on the DCJS website at: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>

Beginning with the first quarter of SFY 2022, all grant recipients are required to complete and submit financial and progress reports into OGMS.

Projected reporting due dates:

Quarter	State Fiscal Year 2022	State Fiscal Year 2023
First Quarter (July-September)	October 15, 2021	October 15, 2022
Second Quarter (October-December)	January 15, 2022	January 15, 2023
Third Quarter (January-March)	April 15, 2022	April 15, 2023
Fourth Quarter (April-June)	July 15, 2022	July 15, 2023

DCJS plans to decommission the Client Information Management System (CIMS) software package in SFY 2022. CIMS currently captures required data elements for state and federal reporting into a system-generated progress report.

The CIMS replacement system will be provided free of charge and will be a required software for all Victim Witness Grant Programs. Performance data generated from the replacement system will be used to complete quarterly data entry into the OVC PMT. At this time, Victim Witness Grant Program performance data (progress report statistics and selected narrative information) is entered in the PMT by DCJS staff. Following implementation of the replacement system, programs will enter their own performance data into PMT. DCJS will prepare programs to enter their local or statewide performance data after an approved replacement for CIMS is made available.

For additional support and technical information related to the CIMS software package, contact Lisa Self at 804-786-8475 or Lisa.Self@dcjs.virginia.gov.

G. Match Requirement

According to the VOCA Rule, grant recipients “shall contribute (i.e., match) not less than 20 percent (cash or in-kind) of the total cost of each project” ([28 CFR 94.118\(a\)](#)) and is “restricted to the same uses, and timing deadlines for obligation and expenditure, as the project’s VOCA funding” ([28 CFR 94.118\(e\)](#)).

To meet the VOCA match requirement for victim/witness programs, the VWGP uses state general and special funds. Virginia State General Funds are appropriated biannually by the Virginia General Assembly to support victim/witness programs. The Virginia Crime Victim-Witness Fund, a State Special Fund, was established in *Code of Virginia* [§19.2-11.3](#):

There is hereby established the Virginia Crime Victim-Witness Fund as a special nonreverting fund to be administered by the Department of Criminal Justice Services to support victim and witness services that meet the minimum standards prescribed for such programs under § 19.2-11.1. A portion of the sum collected pursuant to §§ 16.1-69.48:1, 17.1-275.1, 17.1-275.2, 17.1-275.3, 17.1-275.4, 17.1-275.7, 17.1-275.8, and 17.1-275.9, as specified in these sections, shall be deposited into the state treasury to the credit of this Fund. The Fund shall be distributed according to grant procedures adopted pursuant to § 9.1-104 and shall be established on the books of the Comptroller. Any funds remaining in such Fund at the end of the biennium shall not revert to the general fund, but shall remain in the Fund. Interest earned on the Fund shall be credited to the Fund.

Match funds are indicated as state special or general funds in the grant award documents. Match funds must be reported on quarterly financial reports as reflected on the award notice. All match funds are restricted to the uses outlined in the application and must be expended within the grant

period. Only services and activities that are VOCA-allowable qualify as match. In other words, the same rules and regulations that apply to VOCA funds also apply to matching funds.

Recipients of VWGP funds are not required to provide any additional match; however, grant funds cannot replace other state or local funds available for the same purposes (see Section III (B,3,i) for information on non-supplantation).

H. Application Deadline

Applications must be submitted into [OGMS](#) no later than **5:00 p.m. on Monday, March 29, 2021**. OGMS will not allow submissions after the deadline. Since this is the first time submitting applications in OGMS, DCJS recommends submitting your grant application 1–2 days in advance of the deadline.

I. Grant Application Training and Technical Assistance

All applicants should participate in self-guided training of the recorded webinars for application submission in OGMS. If applicants have questions after watching the training webinar, [OGMS Submitting Applications](#), please email questions to ogmssupport@dcjs.virginia.gov. Please include your current grant number and grant program area in the email subject line.

To access the On-line Grant Management System (OGMS) click here:
<https://ogms.dcjs.virginia.gov/>.

DCJS staff is available to provide technical assistance and information regarding the funding announcement and the application procedures. Please contact Patricia Foster at 804-371-8634 or Patricia.Foster@dcjs.virginia.gov, or your assigned Grant Monitor, if you have any questions.

J. Grant Application Review Process

Applications are initially reviewed to ensure that they meet the basic minimum requirements for completeness set forth in the announcement document. The applications are then reviewed to make sure the information presented is reasonable and understandable and that the proposed activities are measurable, achievable, and consistent with program requirements. Finally, a financial review is conducted to evaluate the fiscal integrity and financial capability of applicants, examine proposed costs, and determine whether the budget and budget narrative accurately explain the project's costs and whether those costs are reasonable, necessary, and allowable.

DCJS staff will review all applications and will present all programmatic and budgetary findings for consideration to the Grants Committee of the Criminal Justice Services Board (CJSB). The Grants Committee will then make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting in May 2021.** Funding decisions made by the CJSB are final and may not be appealed.

The CJSB and/or DCJS reserve the right to negotiate program budgets based on allowability and justification of items, and available funding.

DCJS Grants Management Section will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

K. Budget Determinations

In accordance with federal guidelines, only those costs directly related and essential to providing direct services to crime victims can be supported with grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and justified. Due to a recent and forecasted decrease in VOCA funding, some previously acceptable items are no longer allowable.

Within these broad restrictions, applicants have discretion to determine how grant funds can most effectively be utilized; therefore, **this funding announcement does not prescribe, nor prohibit, increases in staff salaries in SFY 2022–2023.** DCJS wishes to provide grantees with maximum flexibility in designing their grant budgets and utilizing any available local funding within local procurement and human resource policies and procedures.

Applicants should carefully consider the funds and resources needed to successfully implement the project and present a budget request that is representative of project costs that support direct services.

III. Application Forms and Instructions

A. Instructions for Submitting Application

Application submissions are required through OGMS only. All applicants must select Start New Application in OGMS by selecting Victim Witness Grant Program FY22–23 in the Funding Opportunities tab. The following components are required to be completed (if applicable) in OGMS by selecting Funding Opportunities and the Application tab:

- ✓ General Information
- ✓ Face Sheet
- ✓ Budget
- ✓ Project Narrative
- ✓ Goals and Objectives
- ✓ Program Service Objectives for Victims
- ✓ Program Service Objectives for Witnesses
- ✓ Personnel and Employee Fringe Benefits
- ✓ Consultants
- ✓ Travel
- ✓ Subsistence/Other Travel Costs
- ✓ Equipment
- ✓ Supplies and Other Expenses
- ✓ Indirect Costs
- ✓ Attachments
- ✓ Non-Supplantation
- ✓ Civil Rights Certification of Compliance
- ✓ Authority Certification

See OGMS and the below guidelines for instructions on completing the above components applicable to your project.

B. Funding Opportunity Components

1. Face Sheet

Complete the **Face Sheet** Component by entering the following **information in OGMS**:

- **Congressional Districts:** Choose all that apply. Hold the “Ctrl” key to enter multiple districts.
- **Best Practice:** This section is currently not applicable to VWGP.
- **Jurisdiction(s) Served:** Select all jurisdiction(s) to be served; or select “STATEWIDE” if applicable.
- **Program Title:** List the name of your program. (e.g., Henry County Victim Witness Program)
- **Certified Crime Prevention Community (CCPC):** Select **Yes** only if your locality is a CCPC.
- **Type of Application:** Select Continuation of Grant.
- **Grant Number:** Enter your SFY 2021 grant number (e.g., 21-A1234VW19).
- **Performance Statement:** Please provide information on past performance. Examples: *This program has served 500 victims and 25 witnesses in SFY2019-2020.* Or, *In SFY 2020, the program provided direct services to 188 victims and 20 witnesses.*
- **Community Setting:** Check the box(es) that best describes the applicant service area.

- **Brief Project Overview:** Provide a short description of the project. The description must include an estimate of the total number of direct service victims and direct service witnesses to receive program services AND an estimate of the number of volunteer hours to be worked by program volunteers during each State Fiscal Year of the grant period.

The use of volunteers is required by VOCA, and an estimate of the number of volunteer hours to be worked is a federal requirement.

Example of Brief Project Overview:

The XYZ victim/witness program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. During SFY 2022, it is estimated that 250 victims and 20 witnesses will receive direct services through this program. During SFY 2023, it is estimated that 275 victims and 20 witnesses will receive direct services through this program. We anticipate 40 volunteer hours to be provided in each year of the grant cycle.

OGMS provides fields to enter the email addresses, phone numbers, and mailing addresses (including plus-four zip code) for the following:

- **Project Director:** The person who will have day-to-day responsibility for managing the project.
- **Project Administrator:** The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. This must be the city, county, or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head.
If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated as an attachment.
- **Finance Officer:** List the person who will be responsible for fiscal management of the funds.

2. Budget

The project budget and budget narrative are for the period of July 1, 2021 through June 30, 2022 (one fiscal year). An itemized budget and budget narrative must be completed using templates provided in OGMS. Applicants must explain the reasons for each requested budget item and how requested amounts were determined. This entered budget will be used for state fiscal years 2022 and 2023.

Itemize all budget amounts and place them in the appropriate category for each line item. The cells will automatically round amounts to the nearest dollar.

See the Budget Narrative section for detailed descriptions of each budget category.

Budget Narrative (located in the Budget tab)

The budget narrative should detail anticipated expenses for SFY 2022. Applicants must explain the reasons for each requested budget item.

Complete the Budget Narrative Tab(s) in OGMS for each specific category applicable to your request for funding. In accordance with federal guidance, only those costs directly related and essential to providing direct services to crime victims can be supported with grant funds.

Budget Categories (Complete the tabs applicable to your program needs)

Fill the auto-generated fields required in OGMS for the following budget categories. List the requested amount in the **federal fund category only**. A detailed award itemization of federal and state allocation will be provided in the SFY award package.

If applicable, guidance on prorating budget requests can be found in [OVC Victim Assistance Prorating Strategy for Subgrantees](#).

a) Personnel Budget Category

List each position by title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

Justify the position requested for funding with the grant. Describe the duties, responsibilities, and qualifications of each grant funded position. Required duties, responsibilities, and qualifications must be designed to effectively provide services required by the Crime Victim and Witness Rights Act or other victims' rights laws and must be consistent with all grant requirements.

Location of Victim/Witness Program Staff: Victim/witness program staff may be physically located outside any current program office space and may be directly supervised by staff other than the victim/witness program director. Applicants are free to determine optimal arrangements for office space and supervision of staff. Applicants should document that the proposed physical location of staff and supervision structure promotes efficient program operation. Additionally, applicants must document agreement that these arrangements are acceptable to the locality and any other parties to such agreements.

Staff of Statewide Victim Assistance Programs: To be eligible for grant funding, proposed positions must provide or facilitate the provision of direct services to victims. Additionally, all tasks, duties, and responsibilities must relate directly to the provision of information and assistance to crime victims and witnesses required by the Crime Victim and Witness Rights Act or other victims' rights laws.

Salary for Grant Funded Staff: In addition to describing staff responsibilities, applicants must justify all requested salaries. Justification may include documentation demonstrating that requested salaries are consistent with salaries paid to other positions with similar responsibilities. All requested amounts must be endorsed by the locality or state agency. Submission of the signed application signifies acceptance of all grant conditions, including non-supplantation, and certification that personnel expenses are reasonable, appropriate, and consistent with applicable local personnel policies and compensation plans.

Submit an **organizational chart** of all grant employees, **job descriptions** for all requested grant-funded staff, and **job descriptions** for program-related volunteer positions as attachments in OGMS Attachment tab.

Fringe Benefits Budget Category

Under **Requested Total**, enter the total request of fringe benefits for each employee listed. If the applicant is not seeking fringe benefits for one of the listed positions, enter zero.

Under *Description of Fringe Benefits/Basis of Computation*, provide the basis of computation and the total amount of each fringe benefit in each respective space. If the applicant is not seeking fringe benefits for one of the listed positions, enter zero.

b) Consultant Budget Category

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. The rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel), and may not exceed the consultant's usual and customary fee.

For organizations, including professional associations and educational institutions, performing professional services: Indicate type of services being performed and estimated contract price.

Consultant travel and subsistence: Estimate actual cost. The cost must be reasonable and adhere to the applicant's travel policy. Maximum mileage rate is .56 cents per mile.

Requests for consultants will be carefully scrutinized. Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness will consultant fees be approved.

c) Travel & Subsistence for Project Personnel Budget Category

Itemize total travel expenses of project personnel by local mileage, non-local travel, and subsistence (lodging and meals). Applicants must follow their locality or organization's travel policy. The 2021 mileage reimbursement rate is .56 cents per mile.

The applicant must clearly explain the basis for all calculations. Justify travel by explaining why costs are necessary and essential to providing direct services to victims or by documenting that grant funds will be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims. Additionally, applicants must document that grant funds will only cover travel costs of the project's direct service providers. Consider the following when explaining travel requests:

- How are the proposed travel expenses essential to the goals in the proposed project?
- How are the travel expenses allowable under the VOCA Rule?
- Provide an explanation of how the amount being requested is reasonable.
- Are the amounts based on the established local travel policy? If there is no established local travel policy, use the federal/state travel policy. If the local travel policy differs from the federal/state travel policy, provide or describe the policy in this section.
- Describe how you determined or estimated the figures for all requests, even for events where the dates and/or location are undetermined.

Local mileage is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).

DCJS will **not** consider requests to support attendance, subsistence, or travel for out-of-state trainings or conferences. Training/conference registration fees should be detailed in the "Supplies and Other Expenses" category only.

VWGP funds may be used only for training activities that occur within the award period and within the state of Virginia, and all funds for training must be obligated prior to the end of such period. Grant funds can support skills training for direct service providers, including paid staff (both VWGP-funded and not) and volunteers, so that they are better able to offer quality direct services. Although grant funds can support training-related travel, meals, lodging, and registration fees, funding for direct services will be prioritized over travel and subsistence to attend trainings or conferences.

Applicants may request grant funds to attend in-state training events, including trainings sponsored by DCJS, Virginia Victim Assistance Network, Virginia Sexual and Domestic Violence Action Alliance, and Children's Advocacy Centers of Virginia. Details about Virginia training opportunities can be found at a number of sites including:

<https://www.dcjs.virginia.gov/victims-services/training>
<https://vanetwork.org/calendar/>
<https://vsdvalliance.org/build-skills/register-for-a-training/>
<http://www.cacva.org/training-events/>

d) Equipment (items \$5,000 per unit and greater)

Equipment is defined in the federal Department of Justice *2017 Grants Financial Guide* as “tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the Federal amount of \$5,000 must be followed.”

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental agreement. Provide the basis of computation for the requested amount. Include a written estimate of cost and local contract guidelines, if applicable. Justify equipment expenses by documenting that items will enhance direct services to crime victims. Document the necessity and cost effectiveness of requested expenditures.

If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

Grant funds cannot support the entire cost of an item that is not used exclusively for victim related activities; however, grant funds can support a prorated share of such an item. Prorating calculations must be documented.

Funds through this solicitation may **not** be used for new vehicle leasing agreements or vehicle purchases. If the applicant entered into a vehicle lease agreement with their previous VWGP award, they may request funds to continue that lease agreement with this grant opportunity. If awarded, applicants will be required to submit proof of the lease agreement with previous VWGP funds as part of their special conditions.

e) Supplies and Other Expenses (items under \$5,000 per unit)

Supplies are defined in the *2017 Grants Financial Guide* as “all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization's capitalization threshold, if that is less than \$5,000).”

Operating expenses under Supplies include, but are not limited to, the following: telephone services, internet access/internet provider contracts, mobile phone services, office supplies, training, postage, training registration, and printing projects.

All costs must be itemized within this category by major types (i.e., office supplies, equipment use fees when supported by usage logs, printing, photocopying, postage, brochures, telephone). If the item includes more than one component, identify subcomponents. For example, “*Office Supplies: copy paper, pens, and folders.*” Additionally, show the basis for computation (i.e., “x” dollars per month per three staff people for office supplies). Explain whether the item is for exclusive use of the VWGP.

Explain how the item is essential to the goals of the project. Explain the rationale used to determine the basis for each computation (i.e., “the photocopying cost estimate is based on the cost spent in 2020 for similar services”). Applicants should document actual expenses for each line item requested when possible (i.e., “Last year we spent \$400 on postage. For FY 2022-2023, we anticipate spending \$950, due to stamp rate increase.”). If a supply is requested to replace an outdated or “old” item, describe why replacement is necessary and when the “old” item was acquired.

Office space rental and equipment maintenance requests must be prorated to support this VWGP project alone. DCJS will carefully examine office space rental and equipment maintenance requests, especially costs related to computer maintenance, network access, and the provision of technical support. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

All computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1500 per workstation and to discuss computer hardware and software needs with DCJS Computer Services staff, Lisa Self, at 804-786-8475.

Grant funds cannot support the entire cost of an item that is not used exclusively for victim related activities; however, grant funds can support a prorated share of such an item. Prorating calculations must be documented.

Grant funds may support a maximum of three memberships per year in victim assistance organizations. Identify each organization and its membership rate. Memberships must be in the name of the organization, not an individual. Applicants must explain how requested membership fees support or enable the program to provide direct service to crime victims.

f) Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs. Most costs can and should be assigned to a project, thereby reducing indirect costs.

Applicants requesting Indirect Costs must indicate the expense in OGMS and include the necessary Indirect Cost Rate attachments. If this section is not completed, or if the necessary attachments are not included with the application, Indirect Costs may not be awarded.

The salaries of administrative and clerical staff should generally be treated as indirect costs. Salaries of administrative/clerical staff may be appropriate to include as direct costs ONLY if ALL of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity;
2. Individuals involved can be specifically identified with the project or activity;
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; and
4. The costs are not also recovered as indirect costs.

Requesting Indirect Costs: Requesting indirect costs is optional. Applicants do not have to request indirect costs, but it is allowable. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. Applicants are not required to describe or itemize what is included in the indirect costs.

Applicants have two options when requesting Indirect Costs: using a formal **Indirect Cost Rate Agreement (ICRA)** or using a *de Minimis rate*. These two options are outlined below.

1. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA's).
- Organizations will have a letter or other documentation that lists the federally-negotiated rate.
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency.
- Applicants can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

2. De Minimis Rate

- This can be used by organizations that have never had a federally-approved Indirect Cost Rate Agreement.
- Can use a rate of up to 10 percent of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

Use the [MTDC Worksheet](#) to calculate the MTDC amount. The Worksheet will also calculate the amount of indirect costs that can be requested. If Indirect Costs are requested, applicants must submit two additional documents with the grant application:

- a. [MTDC Excel Worksheet](#) AND
- b. [Certification of De Minimis Indirect Cost Rate form](#) OR a copy of the applicant's Indirect Cost Rate Agreement letter/documentation

Additional Indirect Costs Reporting Requirements: For organizations that request and receive Indirect Costs, the MTDC Worksheet must be completed each quarter, based on actual expenses. The MTDC Worksheet must be emailed to grantsmgmt@dcjs.virginia.gov each quarter.

The actual MTDC amount will determine the amount of Indirect Costs to be reimbursed for that quarter. In other words, the amount of Indirect Costs reimbursed will likely vary from quarter

to quarter. The amount of Indirect Costs requested for reimbursement each quarter cannot simply be the total for the year divided by four; the amount must be based on actual MTDC amounts.

It is anticipated that grant awards will not exceed the projected maximum awards listed in this funding announcement. Applicants are discouraged from requesting indirect costs. Applicants should carefully evaluate the impact of budgeting indirect costs and should use grant funds to support direct service delivery to the maximum extent possible.

g) Cash Funds from Sources Other Than Grant Program Supporting This Project

Applicants must use this budget category to provide a description of the sources and amounts of cash from other sources that support this project.

h) Requirement Demonstrating Non-supplanting

Supplantation is defined as the deliberate reduction of state or local funds because of the availability of VOCA funds. OVC requires collection of data regarding non-VOCA funds supporting each grant-funded project. OVC requires this information, in part, to document non-supplantation. The federal Grants Financial Guide describes non-supplantation as follows: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.”

Applicants under this grant program must describe non-grant funds supporting their projects and must identify records, which document the level of non-VOCA support and satisfy the non-supplantation requirement. Provide a statement that addresses whether the expenses requested in this grant application compliment, and do not duplicate, other existing and anticipated funding sources/amounts.

3. Project Narrative

When completing the Project Narrative Form, the following four (4) areas must be described and are applicable to the VWGP. Complete the narrative for the following sections in OGMS.

<p>Demonstration of Need</p>	<p>The purpose of the need justification is to demonstrate to the Criminal Justice Services Board that the requested funding level is reasonable, appropriate, and cost effective. As necessary, applicants should also describe plans to improve or amplify specific service delivery in SFY 2022–2023.</p> <p>For this application component, provide a specific description of the need, which this program will address, including the number and types of clients eligible for the proposed services and the percentage of those eligible who will be served. Provide a clear, concise justification for the requested funding level. Demonstrate that the requested funding level is appropriate and that the program operates cost effectively. As necessary, describe plans to improve and expand existing services to match the grant purpose.</p>
<p>Project Description</p>	<p>Provide the program’s mission statement and how many years the program has been providing victim services.</p>

	<p>Identify the location of the program’s office(s) and the location of the service areas.</p> <p>Describe the program’s use of volunteers. VOCA eligible programs must utilize volunteers.</p>
Service Area Demographic/Target Population	<p>Identify the demographics of the program service area.</p> <p>Applicants must identify the percent of requested funding dedicated to each Priority Area (see previous descriptions of the VOCA Priority Areas).</p>
Sustainment Plan	<p>Describe how the program will achieve financial sustainability to ensure the continuation of services with level funding. Be specific in identifying short-term and long-term budgeting strategies for your program.</p>

4. Program Service Objectives (Targets) Component(s) - Victims and Witnesses

VWGP goals and objectives (formally known as targets) are to be completed using the Program Objectives tabs for Victims and Witnesses only. For the purposes of completing the OGMS section titled *Goals and Objectives*, please select NO when prompted.

All victim/witness program applicants must provide annual targets for each required **victim** and **witness** service objective. Complete the respective target forms in OGMS for victims and witnesses. The targets reflect the listing of required and optional service objectives for local and state victim/witness programs.

To document service objectives, applicants must propose the target number of victims to whom services will be provided during SFY 2022 and SFY 2023 for each service objective. All applicants must make selections under the “Program Development” section. Applicants should evaluate program service delivery targets in SFY 2020–2021 and make projections for SFY 2022–2023.

Programs will not be penalized for not meeting targets. Targets will be used by DCJS to determine if a program needs technical assistance or support. Crime and environmental trends, staff turnover, collaboration with program sponsor and community partners, and other factors can affect targets in positive or negative ways.

To determine annual targets for your locality, consider the following:

- Service targets should be realistic to the services you provide in your locality and based on the specific program caseload.
- Note the service objectives required under the [Crime Victim and Witness Rights Act](#). Is your program meeting the objectives that reflect the purpose of your grant?
- Review past performance and prior quarterly reports. Consider if you want to modify targets based on SFY 2020 end-of-year totals. Did you meet your targets or go above or below the targets?

If you did not meet your targets, consider the circumstances that might have affected your service delivery in order to estimate your SFY 2022–2023 targets.

C. Additional Components

Additional documentation required in this funding opportunity must be uploaded using the Attachments tab in OGMS. Upload only documentation required by the grant program. The description of the attachment should explain the information provided in the uploaded file.

The following must be uploaded as attachments in OGMS, if applicable:

- ✓ [DCJS MTDC Worksheet](#). This attachment is only required for applicants requesting indirect costs. Directions for completing this document are on the worksheet.
- ✓ [Certification of De Minimis Indirect Cost Rate Form](#). This attachment is only required for applicants requesting indirect costs who are not submitting an Indirect Cost Rate Agreement letter/documentation. Directions for completing this document are on the form.
- ✓ Applicant's Indirect Cost Rate Agreement letter/documentation. This attachment is only required for applicants requesting indirect costs who are not submitting a Certification of De Minimis Indirect Cost Rate Form.
- ✓ Proof of SAM Registration. This attachment is only required of applicants who currently have a System for Award Management (SAM) (<https://sam.gov/SAM/>) registration. If the applicant does not currently have a SAM registration, it will be required before a grant can be awarded. All continuation grantees should be registered and have provided proof of registration with SAM, formerly the Central Contractor Registration (CCR).
- ✓ Job descriptions of grant funded staff and volunteers.
- ✓ List of Current Cooperative Agreements. This attachment is required of all applicants. Cooperative agreements must come from existing victim services agencies and allied professionals in or around the service area. The list should include implementation dates.

Coordination and Collaborative Efforts

Coordination and collaborative efforts among relevant federal, state, and local agencies and organizations to improve victim services are required in the VOCA Rule. These efforts allow for the improvement of services for crime victims with other federally- and state-funded programs and with federal, state, and local agencies and organizations. One purpose of this collaboration is the development of protocols, policies, and procedures that promote systemic change in the ways crime victims are treated and served. A basic template/sample agreement for the provision of services in partnership with state and local programs is available upon request.

Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, or multi-disciplinary teams. Coordination efforts may also include developing written agreements that contribute to better and more comprehensive services to crime victims.

Coordination of activities are allowable expenses as stand-alone projects or part of a direct service project. If they are funded as stand-alone activities, however, they should be activities that leverage resources for direct victim services (e.g., a stand-alone project to train volunteers may make more volunteers available to provide direct services).

Applicants must provide a list of all signed cooperative agreements and/or memorandums of understanding related to the provision of victim assistance services. The list must include the date the agreement was signed, and all listed agreements should be dated within the last three years. DCJS will review full copies of these agreements during monitoring visits or enhanced desk reviews. As noted in these guidelines, VOCA-eligible agencies must *promote within the community being served, a coordination of public and private efforts to serve and aid crime victims, and provide program information to the majority of agencies that assist with victims of crime in the service delivery area.*

Certifications

The final component of the OGMS application is comprised of certifications (Non-supplantation, Civil Rights Compliance, and Authority). The certifications must be completed as indicated in OGMS.

IV. Application Checklist

All applicants must submit their application using the OGMS Funding Opportunities tab. OGMS has an internal checklist to ensure completion of each application component before final submission. Reference Section III (A) of these guidelines for the checklist of required application components to complete and/or upload in OGMS.

Applications must be submitted in OGMS by 5:00 p.m. on Monday, March 29, 2021.